

Magistrate Courtroom #5 & 6 AV Instructions

The Magistrate courtroom system allows document viewing from the camera, and audio & video via counsel provided laptop.

Audio is recorded via the FTR electronic recording system. Please ensure that all participants speak into a microphone.

Make sure all monitors are turned on.

Turn on the document camera. The switch is located on the right rear of the Elmo camera platform.

The Extron Switch located below the VCR is used to select the desired source for courtroom images on the monitors.

Input #1 is for Video which includes the doc cam and any aux AV devices counsel might have.

Input #4 is for PC data. Use the attached HD15 and mini plug to connect your laptop to the system for power-point, or other PC based presentations.

The pop-out drawer on the front panel of the Doc Cam contains the selector for camera or VCR. Main is the camera, AV1 is for aux. AV devices..

The auto focus and zoom buttons are located on the front panel of the document camera platform.

(If you have a Jury and require large screen video projection, additional monitors, video conference setup, or if the volume of your PC or video requires adjustment, please call the help-desk at 495-1350.

You are encouraged to call ahead with special request or for a demonstration of the system. We will be happy to assist you.)

Magistrate Courtroom M3

This small courtroom does not have any built in video presentation equipment.

It has a 5 microphone sound system with a mute and sidebar noise button located at the Judges Bench.

With advance notice we can setup video monitors for video tape, video conference or PC presentation.

It has the same capability for teleconference and interpreter as all other courtrooms.